

**CITY OF EL PASO, TEXAS**  
**DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:** BUILDING PERMITS & INSPECTIONS

**AGENDA DATE:** NOVEMBER 16, 2004

**CONTACT PERSON/PHONE:** Juanita Herrera – (915) 775-2635

**DISTRICT(S) AFFECTED:** 3

**SUBJECT:**

**APPROVE** a resolution / ordinance / lease to do what? **OR AUTHORIZE** the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

Celestina Cuellar to block off the 800 block of Olson on November 21, 2004 from 12:00pm to 5:00pm for a block party (matachines). Approximately 30 persons will take part and 70 spectators are anticipated. Barricades must be manned according to the State's "Manuel of Uniform Traffic Control Devices." (District 3) [Juanita Herrera] Permit#: 04-156

**BACKGROUND / DISCUSSION:**

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action?

Building Permits & Inspections recommends approval for Celestina Cuellar to hold a block party on November 21, 2004. The department has no objections to the event.

**PRIOR COUNCIL ACTION:**

Has the Council previously considered this item or a closely related one? If so, when?

N/A

**AMOUNT AND SOURCE OF FUNDING:**

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

N/A

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_ **FINANCE:** (if required) \_\_\_\_\_

**OTHER:**

(Example: if RCA is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

DATE: November 8, 2004

TO: CITY CLERK

FROM: Celestina Cuellar  
Juanita Herrera  
808 Olson  
El Paso, Texas 79903

Telephone No. 915-775-2635  
(8:00 AM -- 5:00 PM)

Please place the following item on the **CONSENT** Agenda for the Council Meeting of:

November 16, 2004

Item should read as follows:

Celestina Cuellar to block off the 800 block of Olson on November 21, 2004 from 12:00pm to 5:00pm for a  
block party (matachines). Approximately 30 persons will take part and 70 spectators are anticipated.

Barricades must be manned according to the State's "Manuel of Uniform Traffic Control Devices."

(District 3) [Juanita Herrera]

SPECIAL INSTRUCTIONS:

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**BUILDING PERMITS & INSPECTIONSUSE**    **Item No.** \_\_\_\_\_

✓ POLICE DEPARTMENT

✓ FIRE DEPARTMENT

✓ SUN METRO

NA PARKS DEPARTMENT

✓ ENGINEERING/TRAFFIC

NA TXDOT

NA STREET DEPARTMENT

NA CIVIC CENTER

    COMPLETE

**REQUEST FOR TEMPORARY USE OF  
CITY STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES**

Fees: \$15.75 One event to take place on one day.

[36010119/404123]

\$21.00 Multiple permits for two or more similar events to take place on consecutive days. **(Please note: a street may not be continuously blocked for more than 24 consecutive hours. If a multiple use permit is granted, the street must be cleared, cleaned and opened between the two separate uses.)**

(Please type or print)

1. Applicant:

Celestina Cuellar

(Person/Organization)

Contact Person:

Juanita Herrera

Name

Street Number

City

State

Zip Code

Telephone No.

Between 8:00 AM - 5:00 PM

2. Type of Event:

Matachines - BLOCK PARTY

(Moving)

☐ Parade

☐ Demonstration

☐ Foot Race/Walk

☐ Bike Race

☒ Other: Matachines

(Stationary)

☒ Block party

☐ Bazaar

☐ Festival

☐ Sidewalk Sale

☐ Other: \_\_\_\_\_

3. Date of Event:

Noviembre 21, 2004

Total Time of Event:

from 12:00 to 5:00pm  
(Time) (Time)

Time in which police traffic control services will be needed:

from 12:00 to 5:00pm

This is the time in which police officers will be moving your event on the streets. This is the time for which you will be charged for police traffic control.

11/16

4. Approximate number of participants:

~~100~~ 30 Persons      \_\_\_\_\_ Vehicles      \_\_\_\_\_ Animals      \_\_\_\_\_ Other      Specify: \_\_\_\_\_

\*Section 13.32.100 requires you to keep the parade route clean and free of animal excrement during the parade.

5. Approximate or anticipated number of spectators: 70

6. Purpose of Event: (i.e. fund-raiser, school activity, etc.)

MATACHINES

If this is a fund-raiser and you estimate that you will raise over \$500, please list your Charitable Solicitation Permit number: \_\_\_\_\_

7. Proposed Route: (streets, parks, sidewalks to be used or blocked)

ATTACH A CLEAR AND SPECIFIC HAND DRAWN MAP

CLOSING OFF OLSON BETWEEN PORTALES & YANDELL

Location of assembly area, if separate or different:

### IMPORTANT INFORMATION REGARDING TRAFFIC CONTROL:

If traffic control will be provided by the El Paso Police Department for a moving event, you must submit a map of the route for the event. The Police Department will then prepare a traffic control plan along with an estimated cost for their services as provided in Section 13.32.110. You will be billed for the actual cost after the event.

If traffic control will not be provided by the El Paso Police Department, then you must submit a map and written traffic control plan to Building Permits & Inspections or the Engineering/Traffic Division, not less than seven days prior to the date of the event.

You will also be responsible for paying for and providing any barricades and signs. The barricading shall be manned and the barricading and signing shall comply with the provisions set forth in the State's

"Manual of Uniform Traffic Control Devices." Please feel free to contact the City's Engineering/Traffic Division, 6<sup>th</sup> Floor, 541-4050, for more information.

8. Amplification devices to be used:        Yes   /   No

Use permitted only between the hours of 7 a.m. and 10 p.m.

If amplification is being requested, number of and sound amplifying capacity of microphones, amplifiers and speakers proposed to be used. Also, state whether or not the purpose is advertising any goods, property, services, or entertainment, the primary purpose of which advertising is the making of a profit for a business.

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Regarding the use of San Jacinto Plaza, amplification may only be used on the stage. If you wish to use this area, you must also contact the Parks and Recreation Department, 6<sup>th</sup> Floor, and reserve the stage. A fee is charged for the use of this area. Additionally, other ordinances may apply to or restrict the use of city-owned property, including parks.

9. Method of Street and Right-of-Way cleaning:

SELF CLEANING

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Section 13.32.100 requires you to clean the streets, sidewalks, and other rights-of-way from all event litter and debris, including that left by spectators. In the event that you do not clean these areas, the City may perform such cleaning and you will be charged. You may also arrange in advance to have the Street Department perform the cleaning for a charge by filling out a separate request form and submitting it to Building Permits & Inspections Office no later than fourteen days prior to the date of the event.

**RELEASE:** In consideration of the permit for use of city streets, sidewalks, and other places held for public use, it is understood that the applicant(s) contained herein do hereby release and discharge the City, and its respective officers, directors, agents, and employees, jointly and severally, from any and all liability for illness, injuries and damages that may be suffered which arise out of or result from participation in this event.

Celestina Cuello  
Signature of Applicant

Nov. 5, 2004  
Date

For Guamita C. Herrera  
(Organization/Sponsor, if any)

Please note: If the parade or temporary event is designed to be held by or for any person other than the applicant, the applicant shall attach a communication in writing from the person authorizing the applicant to apply for the permit.

For Office Use Only

Event: Celestina Cuellar Block Party

\$15.75 Fee Paid: 2200400000000001039  
\$21.00

City Council Hearing: November 16, 2004

Copy to:

☒ Police Department  
☒ Fire Department  
☒ Sun Metro  
☐ Parks Department

☒ Engineering-Traffic Div.  
☐ Highway Department  
☐ Street Department  
☐ Civic Center

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERMIT**

EVENT: Celestina Cuellar Block Party

LOCATION Olson, Portales, Yandell

DATE OF EVENT: November 21, 2004 from 12:00pm to 5:00pm

City Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

\_\_\_\_\_  
**R. Alan Shubert, P.E.**  
**BUILDING PERMITS & INSPECTIONS DIRECTOR**

Estamos de acuerdo en que el  
14 de Noviembre del presente año  
se lleve a cabo la danza con matachinas  
en la calle Olson entre Yandell y El Portal  
De 1:00pm a 5:00pm

Nombre

Connie Salinas

Christine Ramirez 501

Anya & Miguel Serna

Pat Serna

Ana Herrera

Escalata Amamey

Virginia Camacho

R. P. Peico

X Rafael Hernandez

≡

STREET

Portales

STREET

**TRAFFIC CONTROL**

SHALL COMPLY WITH THE LATEST EDITION OF THE CALIFORNIA  
MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES

**ONE DAY PERMIT UNLESS OTHERWISE NOTED**

CLOSURE DATE: 11/10/02

TIME: 1300 - 1900

DATE: 11/8/02

ENGINEERING TRAFFIC DIVISION

ROAD CLOSED  
TO  
THRU TRAFFIC  
R11-4

STREET

Yandell

Olson St.

CW20-30

R11-2

TYPE III BARRICADE

LEGEND

SIGN

TYPE III BARRICADE

POSTED SPEED (MPH)	"X" SIGN SPACING (FEET)
30	120
35	160
40	240
45	320
50	400
55	500

NOTE: 1. FLASHING WARNING LIGHTS WILL BE USED FOR NIGHT TIME BARRICADING.

APPLICANT'S NAME: PELESTINA CUELLAR

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

DATE OF CLC: \_\_\_\_\_

ENGINEER'S SEAL

SCALE

PROJECT NAME

TRAFFIC CONTROL PLAN

TYPICAL STREET CLOSURE

NEIGHBORHOOD BLOCK PARTY

CITY OF EL PASO

ENGINEERING

SHEET TITLE

SHEET





11/8/2004  
12:11:39PM

**Receipt #: 2200400000000001039**

**Date: 11/08/2004**

Station ID: 2

**Line Items:**

Case No	Address	Tran Code	Description	Revenue Account No	Amount Paid
		BPI_PARADE	Parade Permits - 15.7500 @ \$1.0000	36010119-404123	15.75
Line Item Total:					<b>\$15.75</b>

**Payments:**

Method	Payer	Bank No	Account No	Confirm No	How Received	Amount Paid
Cash					In Person	20.00
Change					In Person	(4.25)
Payment Total:						<b>\$15.75</b>

JOE WARDY  
MAYOR

JOYCE WILSON  
CITY MANAGER

R. ALAN SHUBERT, P.E.  
DIRECTOR



November 2, 2004

**BUILDING PERMITS &  
INSPECTIONS DEPARTMENT**

**CITY COUNCIL**

SUSAN AUSTIN  
DISTRICT NO. 1

ROBERT A. CUSHING, JR.  
DISTRICT NO. 2

JOSE ALEXANDRO LOZANO  
DISTRICT NO. 3

JOHN F. COOK  
DISTRICT NO. 4

PAUL J. ESCOBAR  
DISTRICT NO. 6

VIVIAN ROJAS  
DISTRICT NO. 7

ANTHONY W. COBOS  
DISTRICT NO. 8

Celestina Cuellar  
Juanita Herrera  
808 Olson  
El Paso, Texas 79903

Ref: Request for Temporary Use of City Streets,  
Sidewalks, and other public places

Dear: Ms. Cuellar

Effective immediately, due to new requirements by the City Manager, all applications requesting a temporary event using a City Street, Sidewalk, or any public place must be filed with the Building Permits & Inspections Department not less than 15 days before the proposed date of the parade or temporary event. If you have any questions, please call Rocio Genera at (915) 541-4558.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Alan Shubert".

R. Alan Shubert, P.E.  
Building Permits & Inspections Director

*LATE AGENDA ADDITION*  
*Approved:*  
*J. Wilson*  
*11/8/04*

Nov. 8. 2004 12:53PM CITY OF EL PASO

No. 7591 P. 5/9

## For Office Use Only

Event: Celestina Cuellar Block Party\$15.75 Fee Paid: 2200400000000001039  
\$21.00City Council Hearing: November 16, 2004

## Copy to:

☒ Police Department☒ Fire Department *all*☒ Sun Metro☐ Parks Department☒ Engineering-Traffic Div.☐ Highway Department☐ Street Department☐ Civic Center

## Comments:

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PERMITEVENT: Celestina Cuellar Block PartyLOCATION Olson, Portales, YandellDATE OF EVENT: November 21, 2004 from 12:00pm to 5:00pmCity Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

R. Alan Shubert, P.E.

BUILDING PERMITS &amp; INSPECTIONS DIRECTOR



For Office Use Only

Event: Celestina Cuellar Block Party

\$15.75 Fee Paid: 2200400000000001039

\$21.00

City Council Hearing: November 16, 2004

Copy to:

☒ Police Department  
☒ Fire Department  
☒ Sun Metro  
☐ Parks Department

☒ Engineering-Traffic Div.  
☐ Highway Department  
☐ Street Department  
☐ Civic Center

Comments:

Sun Metro has no objection to the  
street closure.  
Luis Lopez 11/9/04

PERMIT

EVENT: Celestina Cuellar Block Party

LOCATION Olson, Portales, Yandell

DATE OF EVENT: November 21, 2004 from 12:00pm to 5:00pm

City Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

R. Alan Shubert, P.E.  
BUILDING PERMITS & INSPECTIONS DIRECTOR

**For Office Use Only**

**Event:** Celestina Cuellar Block Party

☐ **Fee Paid:** 2200400000000001039

Date \_\_\_\_\_

**City Council Hearing:** November 16, 2004

Date \_\_\_\_\_

Copy To:

<input checked="" type="checkbox"/>	Police Department
<input checked="" type="checkbox"/>	Fire Department
<input checked="" type="checkbox"/>	Sun Metro
<input type="checkbox"/>	Parks Department

<input checked="" type="checkbox"/>	Engineering-Traffic Div.
<input type="checkbox"/>	Highway Department
<input type="checkbox"/>	Street Department
<input type="checkbox"/>	Civic Center

**Comments:**

The El Paso Police Department has no objection with this event.

The Department will monitor the event as necessary with the district car.

There will be no cost to city or applicant.

04-156

# PERMIT

EVENT	Celestina Cuellar Block Party
DATE	11/11/2022
TIME	12:00 PM - 2:00 PM
LOCATION	1000 N. 10th St. Phoenix, AZ 85006
CONTACT	800.452.2222
WEBSITE	www.celestina.com
DESCRIPTION	Join us for a special block party celebrating the launch of our new Celestina Block Party collection. We'll have live music, food, and a chance to win big prizes. Don't miss out on this exclusive event!

**LOCATION:** Olson, Portales, Yandell

**DATE OF EVENT:** November 21, 2004 from 12:00 P.M. to 5:00 P.M.

CITY COUNCIL ACTION:	Approve	Disapprove	Approve w/ Mod
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Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

### Building Permits & Inspections Director

JOE WARDY  
MAYOR

JOYCE WILSON  
CITY MANAGER



R. ALAN SHUBERT, P.E.  
DIRECTOR

November 10, 2004

**BUILDING PERMITS &  
INSPECTIONS DEPARTMENT**

**CITY COUNCIL**

SUSAN AUSTIN  
DISTRICT NO. 1

ROBERT A. CUSHING, JR.  
DISTRICT NO. 2

JOSE ALEXANDRO LOZANO  
DISTRICT NO. 3

JOHN F. COOK  
DISTRICT NO. 4

PAUL J. ESCOBAR  
DISTRICT NO. 6

VIVIAN ROJAS  
DISTRICT NO. 7

ANTHONY W. COBOS  
DISTRICT NO. 8

Celestina Cuellar  
Juanita Herrera

FROM: Building Permits & Inspections  
SUBJECT: Application for use of City Streets/Sidewalks (in connection with a  
Parade, Walk, Run, etc.)

This is only a recommendation from Building Permits & Inspections to the Mayor and Council. They will make the final determination at the City Council Meeting on November 16, 2004 at 9:00am. We recommend a representative be present to answer any questions that City Council may have.

**REQUEST:**

Celestina Cuellar to block off the 800 block of Olson on November 21, 2004 from 12:00pm to 5:00pm for a block party (mataachines). Approximately 30 persons will take part and 70 spectators are anticipated. Barricades must be manned according to the State's "Manual of Uniform Traffic Control Devices." (District 3) [Juanita Herrera] Permit#: 04-156

**RESPONSES:**

No objections from Fire, Sun Metro, Traffic/Engineering. The El Paso Police Department has no objection with this event. The Department will monitor the event as necessary with the district car. There will be no cost to city or applicant. The Office of Building Permits & Inspections recommends approval.

A handwritten signature in black ink, appearing to read "R. Alan Shubert".

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**R. ALAN SHUBERT, P.E.  
BUILDING PERMITS & INSPECTIONS DIRECTOR**